

15 December 1953

MEMORANDUM FOR: Training Liaison Officers (for distribution)

SUBJECT: Registration for Second Semester at Universities in the Washington Area

1. The schedule below lists the opening dates of the second semester for the current academic year at universities in the Washington area, together with the registration dates for admission to graduate and undergraduate courses of study. The third column gives the dates by which training requests must be received in the Office of Training in order to allow sufficient time for processing of the requests before the dates for registration. They should be sent to the Office of Security several days prior to the due date in OTR.

2. The most recently published catalogues of the universities are available for consultation in the External and Language Training Division of the Office of Training, 2129 Eye Bldg.

3. Requests for external training should be prepared on Form No. 51-133 "Request for Training at Non-CIA Facility" in conformity with Regulation and submitted to the Office of Training through the Training Liaison Officers.

	Second Semester <u>Begins</u>	Registration <u>Dates</u>	Training Requests <u>Due in OTR</u>
American University	Feb 15	Feb 8-13	Jan 22
Catholic University	Feb 1	*Jan 25-27 **Jan 28-Feb 1	Jan 8
Georgetown University	Feb 1	*Jan 29-30 **Jan 27-29	Jan 8
George Washington Univ.	Feb 8	Feb 4-5	Jan 15
Same (Pentagon)	Feb 8	Jan 19-20	Jan 15
Johns Hopkins University (School of Advanced International Studies)	Feb 3	Feb 1-2	Jan 8
University of Maryland	Feb 8	Feb 3-5	Jan 15
Same (Pentagon)	Feb 8	Jan 27-29	Jan 15
University of Virginia Extension Division at Arlington	Feb 8	Jan 18 - on	Jan 15

* Undergraduate

** Graduate

MATTHEW BAIRD

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